

# **Labor Exchange Job Orders Entered by Staff Toolbox 2.0 Desk Aid**

## **Workforce system staff process**

Writing a private job order is a five step process.

1. Staff will query the employer data base.
2. Staff will select the employer from the returned results.
3. Staff can then work with the employer's record.
4. Select the New Job Order button.
5. Writing a private job order.


**NOTE:** By clicking in the boxes and pressing F1, you access a help box for each item. As of document creation, help screens were incomplete. Therefore, screen shots do not include the help screen. Corrected text is included.

## Employer Query

The screenshot shows the 'Employer Query' window. At the top is a menu bar with 'File', 'Edit', 'Navigation', 'Options', 'Utility', 'MO Utility', 'Window', and 'Help'. Below the menu is a toolbar with various icons. A red box labeled '1' highlights the 'Employers' icon in the toolbar. The main window has a tabbed interface with 'Emp Query' selected. Below the tabs are input fields: 'Phone Number' (with '573' entered), 'Employer Name', 'Key Words', 'FEIN', 'UI ID', and 'Status' (set to 'Active'). A red box labeled '2' highlights the 'Phone Number' field. To the right of these fields are radio buttons for 'Return' (Legal, Worksite, Both), with 'Worksite' selected. A red box labeled '3' highlights these radio buttons. Below the radio buttons is a 'Search Area' section with radio buttons for 'Office' (selected), 'Statewide', and 'Region'. A red box labeled '4' highlights this section. A 'Search' button is located below the input fields, with a red box labeled '5' highlighting it. At the bottom is a table with columns: Status, Name, Address, City, Last Job, UI ID, and FEIN. The table has multiple empty rows.

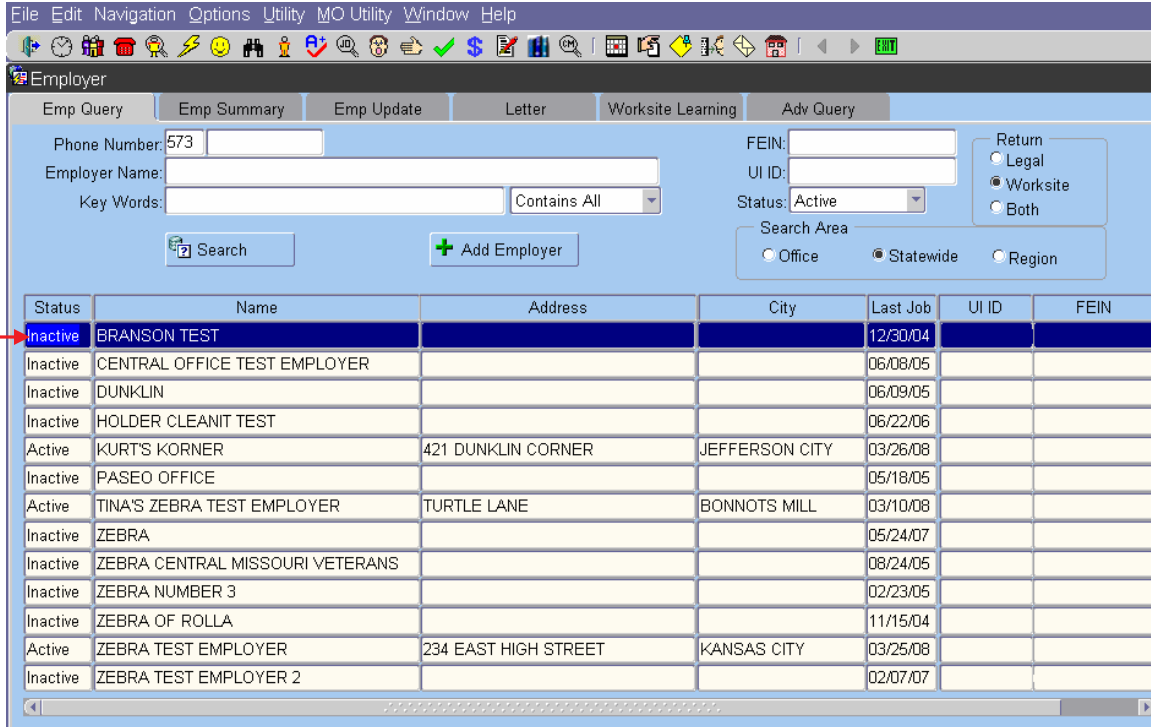
*Figure 1: Employers Screen*

### Step-by-Step:

- 1) Click on the Employers  icon from the speed button bar. The Employer Query” screen will display.
- 2) Enter the phone number, employer name (either legal or work site name), key words, FEIN, or UI ID (formally MOESOXXXXXX).
- 3) Select the Return fields to be viewed.
- 4) Select the search parameter for the Search Area.
- 5) Click the Search button.

**NOTE:** The area code will default to the area code of the location where the staff member is located.

## Returned Results



Employer

Emp Query | Emp Summary | Emp Update | Letter | Worksite Learning | Adv Query

Phone Number: 573 [ ] FEIN: [ ]  
 Employer Name: [ ] UI ID: [ ]  
 Key Words: [ ] Contains All [v] Status: Active [v]  
 Search [ ] + Add Employer [ ]  
 Search Area: ☐ Office ☒ Statewide ☐ Region  
 Return: ☐ Legal ☒ Worksite ☐ Both

Status	Name	Address	City	Last Job	UI ID	FEIN
Inactive	BRANSON TEST			12/30/04		
Inactive	CENTRAL OFFICE TEST EMPLOYER			06/08/05		
Inactive	DUNKLIN			06/09/05		
Inactive	HOLDER CLEANIT TEST			06/22/06		
Active	KURT'S KORNER	421 DUNKLIN CORNER	JEFFERSON CITY	03/26/08		
Inactive	PASEO OFFICE			05/18/05		
Active	TINA'S ZEBRA TEST EMPLOYER	TURTLE LANE	BONNOTS MILL	03/10/08		
Inactive	ZEBRA			05/24/07		
Inactive	ZEBRA CENTRAL MISSOURI VETERANS			08/24/05		
Inactive	ZEBRA NUMBER 3			02/23/05		
Inactive	ZEBRA OF ROLLA			11/15/04		
Active	ZEBRA TEST EMPLOYER	234 EAST HIGH STREET	KANSAS CITY	03/25/08		
Inactive	ZEBRA TEST EMPLOYER 2			02/07/07		

*Figure 2: Employer Query Results*

## Step-by-Step:

- 1) Select the employer work site by double clicking on the work site name.

## Writing a New Job Order

**Toolbox 2 (Prod (tbprod)) - Employer**

File Edit Navigation Options Utility MO Utility Window Help

Employer - KURT'S KORNER

Emp Query Emp Summary Emp Update Letter Worksite Learning Adv Query

UI ID: Worksite ID: FEIN: UI Status: 1 BUS: County: Cole  
FCJL: N Union:  
NAICS: 999999 Unclassified  
Registers:

ZEBRA TEST EMPLOYER LEGAL NAME  
KURT'S KORNER  
421 DUNKLIN CORNER  
JEFFERSON CITY MC 65102-1087

Contact Name	Phone/Ext	Contact Group	Email
CATHY ALLEN-OWNER	(111)111-1111	Great Hires	

Job Order	Status	St Date	Job Title	Opened	Source	Open	Ref	Hire	Salary	Staff Assigned
8646242	Open	04/16/08	ACCOUNTANT	04/16/08	Employer	1	0	0		Counselor Web
8646241	Open	04/16/08	SECURITY GUARD	04/16/08	Employer	1	0	0		Counselor Web
6278817	Closed	02/19/08	WED DEVELOPER	02/11/08	Employer	2	0	0	.00 - .00 H	Counselor Web
6265229	Closed	09/24/07	PRODUCTION LABOR	09/24/07	Employer	4	0	0	.00 - .00 H	Counselor Web
6259730	Closed	08/08/07	HOME HEALTH NURSE	08/08/07	Employer	2	0	0	8.75 - .00 H	Counselor Web
6247096	Closed	04/23/07	HOME HEALTH NURSE	04/20/07	Employer	2	5	0	8.75 - .00 H	Counselor Web
6213512	Closed	06/08/06	SECURITY GUARD	06/08/06	Employer	1	0	0	.00 - .00 H	Counselor Web
6213374	Closed	06/07/06	SECURITY GUARD	06/07/06	er	1	0	0	.00 - .00 H	Counselor Web

Job Orders: Open: 2 Entry: 0 Hold: 0 Mailbox: 0 Closed: 13 Archive: 0 Total: 15

**New Order** Save Cancel

Record: 8/15 <OSC>

*Figure 3: Employer Summary Screen*

### Step-by-Step:

- 1) To enter a new job order, click the New Order button. A new job order screen will open.



- 10) In the Job Description text box, enter a description of the position.
- 11) Enter the Y or N if the job seeker has access to a car.
- 12) Enter an N, S, G, H, A, B, M, or P in the Degree text box.
  - a. N: None
  - b. S: Study area
  - c. G: GED
  - d. H: High school diploma
  - e. A: Associates degree
  - f. B: Bachelors Degree
  - g. M: Masters
  - h. P: Doctorate
- 13) From the dropdown box, select the Duration of the position.
- 14) In the Shift text box, enter a D, E, N, S, or R for the shifts that the position is available.
- 15) Enter a Y or N if the job seeker is willing to work for commission.
- 16) In the Work Schedule text box, enter an F, P, S, T or a R.
  - a. F: Full time
  - b. P: Part time
  - c. S: Seasonal
  - d. T: Temporary
  - e. R: Pro re nata, as needed or as the situation arises
- 17) In the Driver License text box, enter an A, B, C, N, or D for the driver license that is required for the position.
  - a. A: A-Class CDL
  - b. B: B-Class CDL
  - c. C: C-Class CDL
  - d. N: None
  - e. D: Operators
- 18) Check all the boxes to instruct the job seeker how to apply for the position. Those boxes are:
  - a. Go Direct
  - b. Email
  - c. Phone
  - d. Fax
  - e. Mail
  - f. URL
  - g. Referral Instructions
  - h. Office
- 19) Enter the Number of Opening the employer has available.
- 20) Enter the Number to Refer to the job order.
- 21) The following text boxes are optional for staff to enter information, those boxes are:
  - a. Salary
  - b. Salary Range
  - c. Age required
  - d. Hours

- e. Skills required
  - f. Major required
  - g. License/Certificate required
  - h. Days Off
  - i. Referral Instructions/Self Assisted Contact Methods
  - j. Referral Contact
  - k. Phone Number, Fax , and Email address
  - l. Employment Counselor Instructions
  - m. Close Date
- 22) Click the Save button when all information is entered.

## Cloning a Job Order

**Toolbox 2 (Prod (tbprod)) - Job Order**

File Edit Navigation Options Utility MO Utility Window Help

Job Order - KURT'S KORNER

Employer Query Emp Summary Job Main Job Misc Job Verification Job Scratch Pad Call In Info Job Query

UI ID: Worksite ID: FEIN: UI Status: 1 BUS: County: Cole

ZEBRA TEST EMPLOYER LEGAL NAME

KURT'S KORNER

421 DUNKLIN CORNER

JEFFERSON CITY MC 65102-1087

FCJL: N Union: NAICS: 999999 Unclassified Registers:

Job Order	Status	St Date	Job Title	Opened	Source	Open	Ref	Hire	Salary	Staff Assigned
6278817	Closed	02/19/08	WED DEVELOPER	02/11/08	Employer	2	0	0	.00 - .00 H	Counselor Web
6265229	Closed	09/24/07	PRODUCTION LABOR	09/24/07	Employer	4	0	0	.00 - .00 H	Counselor Web
6259730	Closed	08/08/07	HOME HEALTH NURSE	08/08/07	Employer	2	0	0	8.75 - .00 H	Counselor Web
6247096	Closed	04/23/07	HOME HEALTH NURSE	04/20/07	Employer	2	5	0	8.75 - .00 H	Counselor Web
6213512	Closed	06/08/06	SECURITY GUARD	06/08/06	Employer	1	0	0	.00 - .00 H	Counselor Web
6213374	Closed	06/07/06	SECURITY GUARD	06/07/06	Employer	1	0	0	.00 - .00 H	Counselor Web
6206178	Closed	04/11/06	ACCOUNTANT	04/10/06	Employer	2	0	0	0,000 - 40,000 Y	Counselor Web
6205538	Closed	04/04/06	ACCOUNTANT	04/04/06	Employer	2	1	0	15.00 - .00 H	Counselor Web

Job Orders: Open: 3 Entry: 0 Hold: 0 Mailbox: 0 Closed: 13 Archive: 0 Total: 16

New Order Save Cancel

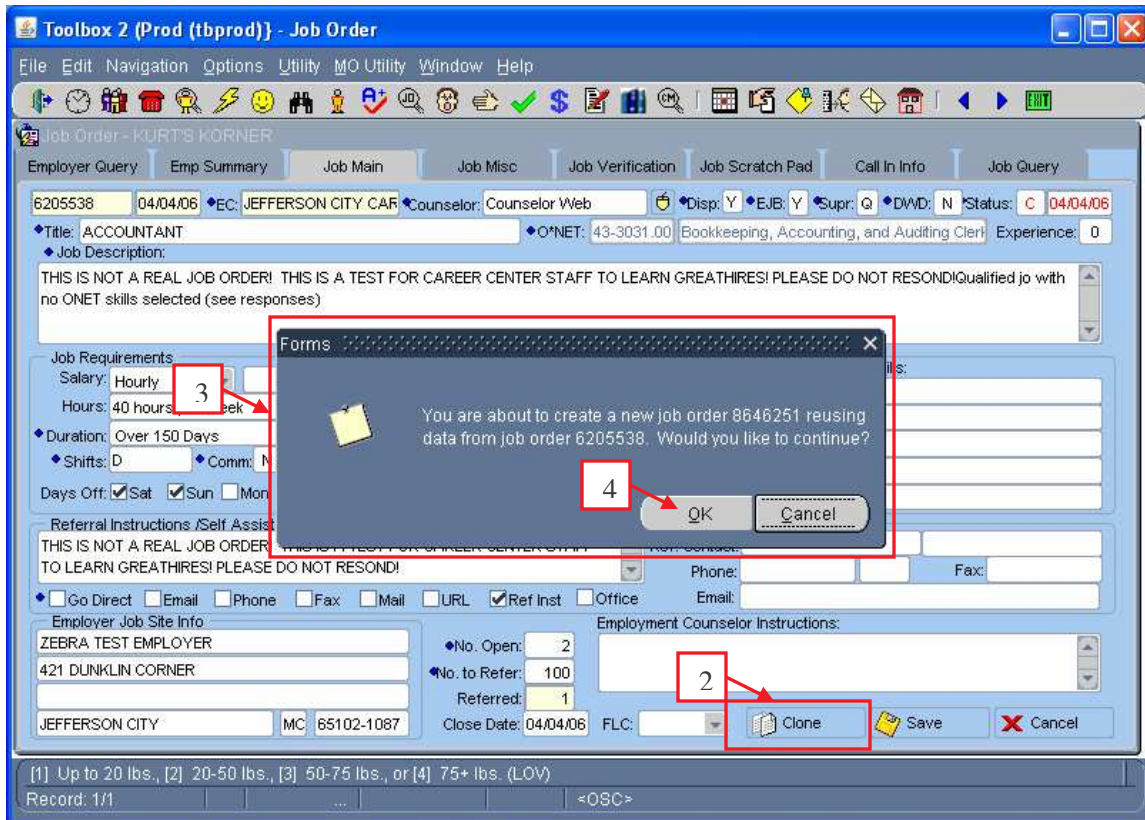
Record: 13/? <OSC>

Figure 5: Employer Summary Screen

## Step-by-Step:

- 1) To Clone a job order from a closed job order, select the job order by double clicking on the job order.





**Figure 6: Job Main Screen  
Job Order**

## Step-by-Step:

- 2) Click on the Clone button.
- 3) The Forms screen explaining you are about to create a new job order reusing data from a previous data will pop-up.
- 4) Click the OK button to continue with the job order.

**Figure 7: Job Main Screen  
New Job Order**

## Step-by-Step:

- 5) The new job order will display. Staff can make changes for the new position.
- 6) Enter a close date.
- 7) Click the Save button when all changes and additions have been made.

## Staff Writing a Private Job Order

Toolbox 2 (Prod (tbprod)) - Job Order

File Edit Navigation Options Utility MO Utility Window Help

Job Order - KURT'S KORNER

Employer Query Emp Summary Job Main Job Misc Job Verification Job Scratch Pad Call In Info Job Query

8646245 04/17/08 EC: CENTRAL OFFICE Counselor: Disp: Y EJB: Y Supr: N DWD: Y Status: E 04/17/08

Title: Cashier O\*NET: 41-2011.00 Cashier Experience: 6

Job Description:  
Interacts with customers on a regular basis in processing cash register transactions. Greets customers, processes transactions according to established procedures, bags purchases and thanks customers.

Job Requirements  
Salary: Hourly 6.15 To: Age: 18  
Hours: Car: N  
Duration: Over 150 Days Lifting:  
Shifts: D Comm: N Work: F Dr Lic: N  
Days Off: Sat Sun Mon Tue Wed Thu Fri

Education  
Degree: H  
Major:  
Lic/Cert:  
Lic/Cert:

Skills:

Referral Instructions / Self Assisted Contact Methods  
Ref. Contact:  
Phone: Fax:  
Email:

Go Direct Email Phone Fax Mail URL Ref Inst Office

Employer Job Site Info  
KURT'S KORNER  
421 DUNKLIN CORNER  
JEFFERSON CITY MC 65102-1087

No. Open: 1  
No. to Refer: 250  
Referred: 0  
Close Date: FLC:

Clone Save Cancel

Major in College (LOV)  
Record: 1/1 ... List of Valu... <OSC>

Figure 8: Job Order Screen

## Step-by-Step:

- 1) When entering a job order and indicating the employer wishes to hide the contact information (private job order), select “N” in the “Supr” box.

## Job Seeker's View of Private Job Order in MissouriCareerSource.com

Home Search Referrals Seeker Info Employment Education Skills Veteran

Like your search results? Scroll to the bottom of this page to save this search so you can run it when you return. To refine your search, click on the close button below, or search tab above.

**Search Results**

**One item found.1**

<u>Job Title</u>	<u>Job Order #</u>	<u>Date</u>	<u>Location</u>	<u>Experience</u>	<u>Degree</u>
<a href="#">Musician</a>	8605232	3/17/2008	JEFFERSON CITY, MO, 65102	99 Months	None
Wage			Location	JEFFERSON CITY, MO, 65102	
test only					
Open Date	3/17/2008		Close Date		
Experience	99 Months				
Education					
Skills					
Shift	Evening				
Availability	Full				
Days Off	Mon, Tue				
Openings	1		Work Schedule		
Lifting Capacity					
Driver License	None		Endorsements		
Job Benefits					
Commission	No				

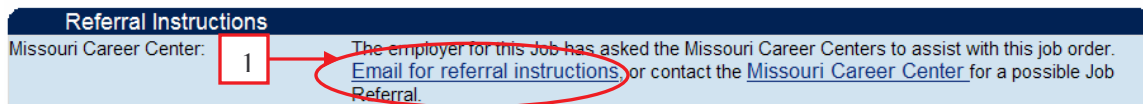
1

How to Apply

*Figure 8: Job Seeker Screen of a Private Job Order Screen*

### Step-by-Step:

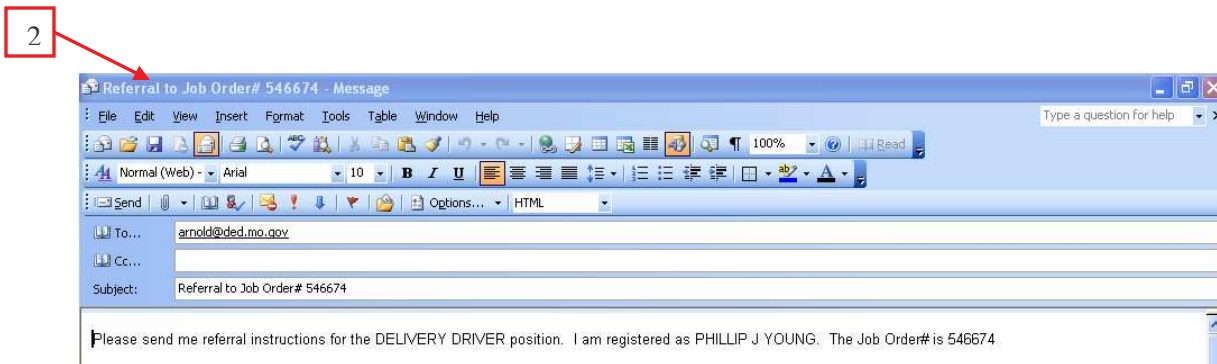
1. Job seeker clicks the How to Apply button and the Referral Instructions page displays.



*Figure 9: Job Seeker Referral Instructions Screen*

## Step-by-Step:

1. The job seeker clicks on the “Email for referral instructions” link.
2. An email is sent to the staff person that wrote the job order. *See Figure 10.*



*Figure 10: Email sent to staff*

The job seeker clicks the “Email for referral instructions and the staff will receive an email (Figure 10). Staff should only send back the how to apply for the position the employer has indicated on the job order.